
	GAITHERSBURG POLICE DEPARTMENT		
	Notification of Investigators		
	GENERAL ORDER 607.2	Related CALEA Standards: 12.1.4, 41.2.6, 42.1.4, 61.2.4	
Effective Date 10/12/2011			
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE	DATE

I. DEPARTMENT POLICY

Patrol officers will conduct a preliminary investigation at the scene of a crime or incident. They will also conduct the appropriate follow-up investigation of all non-criminal calls for service and for misdemeanor crimes, as necessary.

Investigators are responsible for conducting the follow-up investigations of felony offenses and other offenses, as directed.

Patrol officers will notify the appropriate investigator and will document the notification in their preliminary report.

II. NOTIFICATIONS

A. MCP Major Crimes Division

1. The MCP Homicide Section will be immediately notified of, and will be responsible for, the follow-up investigation of the following:
 - Homicides;
 - All rapes, first, second and third degree sex offenses (and attempts) when the victim is 18 years of age or older;
 - Aggravated assaults when death is imminent in the opinion of the District Investigator or GPD Investigative Section;
 - Firearms discharges by police officers resulting in injury or death;
 - Missing persons when *foul-play* is suspected by the District Investigator or GPD Investigative Section;
 - Kidnapping for ransom;
 - All deaths unattended by a physician (investigator response to

the scene is discretionary);

- Accidental deaths (that are non-traffic); and
 - Successful suicides.
2. The MCP Robbery Section will be immediately notified of the following:
- Bank, S&L, and residential armed robberies;
 - All commercial robberies, except food delivery robberies.

B. The Montgomery County Fire Investigators

1. The Fire Investigator's Office will be immediately notified of the following:
- Actual bombings and/or suspected devices found by police or citizens;
 - All arsons or malicious burnings;
 - Any fire that the officer reasonably believes notification should be made to fire investigators.

C. MCP District Investigative Sections

1. District Investigators will be notified of the following:
- Cross burnings;
 - Firearms discharges by police officers attempting to effect arrests involving no injuries or death;
 - Aggravated assaults where medical attention is required;
 - Burglaries/arson to City or County-owned properties;
 - Burglaries with a total value stolen over \$10,000.00;
 - "Safe-jobs";
 - Racial, Religious and Ethnic crimes;
 - Arrests for armed robbery;

- Major thefts;
- Missing persons;
- Spree crimes or pattern crimes as identified by the Investigative Section;
- Any other criminal investigations that are not handled by other specialized investigators.

D. GPD Investigative Section

1. The Department's Investigative Section shall be immediately notified by the on-duty supervisor and will respond for:
 - All homicides that occur within the city limits;
 - Firearms discharges, except for the destruction of an animal by GPD officers;
2. The Department's Investigative Section shall be notified by the on-duty supervisor for:
 - All cases listed in Section C above where the initial report is written by a GPD officer or when the on-duty supervisor has reason to believe notification would be beneficial if the incident is documented by another agency.
3. The notifications listed above will be made immediately when the on-duty supervisor has reason to believe an on-scene response is required by an investigator.
4. All other notifications will be made electronically for review by GPD investigators. Electronic notification will be made as soon as possible depending on the severity of the incident but no later than the end of the shift in which the incident occurred.
5. The Department's Investigative Section will provide support and liaison to MCP or any other allied agency investigative units for significant incidents, not listed in Section C above, with the approval of the Special Operations Bureau Commander.

E. MCP Family Crimes Division

1. Family Crimes/Youth Services Investigators shall be immediately notified of:
 - Rapes and attempt rapes of victims under the age of 18;
 - Suspected child abuse;
 - Incest involving juveniles;
 - Rape by a legal guardian;
 - Incidents involving pedophiles;
 - All first, second and third degree sex offenses (and attempts) when the victim is under the age of 18;
 - Critical Missing, as defined in General Order 902.1;
 - Any investigations involving child pornography.

F. MCP Special Investigations Division (SID)

1. The MCP SID shall be notified of any case where they may be of assistance or any CDS possession or arrest where the circumstances are indicative of distribution or manufacture.

G. MCP Fraud Unit

1. The Fraud Unit shall be notified of all:
 - Credit card cases;
 - Forgeries;
 - Frauds and schemes;
 - Embezzlement; and
 - Identity Theft.

I. MCP Collision Reconstruction Unit (CRU)

1. The Collision Reconstruction Unit (CRU) will be immediately notified of any traffic collision in which.
 - Serious bodily injury(s) has resulted (priority one); and
 - Death is feared or imminent.

J. MCP Computer Crimes Unit

1. The Computer Crimes Unit shall immediately be notified of:
 - Any threat(s) communicated via computer to a school or business; and
 - Any situation of a life-or-death nature.
2. The Computer Crimes Unit shall be notified of any other computer-related crimes, especially involving child pornography, along with Family Crimes Division.